

EMERGENCY MANAGEMENT

MINUTES OF

November 9<sup>TH</sup> 2016

SPECIAL MEETING

SALEM, CONNECTICUT

2016  
RECEIVED  
TOWN OF SALEM, CT  
2016 NOV 16 P 4: 59  
*Quora Hughes*

Present: D. Bourdeau, J. Cunningham, R. Martin, C. Martin, J. Miller and G. Householder

1. Meeting called to order by D. Bourdeau at 6PM.
2. Approval of the Minutes of Nov. 9<sup>th</sup> 2016  
M/S/C ( J. Cunningham/ C. Martin) Vote: Approved Unanimously
3. Guests- None
4. Public Comment- None
5. Old Business
  - A) Everbridge- J. Miller to go around and obtain addresses and help with signing residents up with Everbridge prior to the drill. Everbridge has alerted us of some internal issues that are occurring and are working on resolving them as quickly as possible. Our Everbridge representative Jenee has moved into a new position and we have been assigned a new Rep named Britney. She will be in contact with C. Martin to set up a date to come visit our office. Total web registration is 181 to date.
  - B) EPPI Drill- C. Martin provided a sheet of inject questions and responses. EPPI After Action report was sent off to DEMHS Reg 4 via fax by C. Martin.
  - C) Table Top Drill- Nov. 16<sup>th</sup> 2016 at 5PM in Rm 2 of the Salem Town Hall. Drill will last approx 2hrs. Reps from CSP, PW, both FD, School and EOC to attend.
  - D) EM Membership- K. Lyden needs to appoint 4 Members. Members must live in the town and receive no compensation for service. D. Bourdeau is recommending G. Householder, J. Miller, R. Kachorsky and possible C. Weston.
6. New Business
  - A) LEOP Revision- J. Cunningham purposed that we begin with revision of the LEOP for submission in Oct 2017. D. Bourdeau will contact Mike Caplet from DMHS to confirm what is required to be in the LEOP. We will review each Annex starting with Annex A each month. We will discuss Annex A at the next meeting.
7. Other Business- None
8. Open Discussion- Discussion of creating guidelines of what member and staff duties include.
9. Adjournment at 6:55PM  
M/S/C (J. Cunningham/ J. Miller) Vote: Unanimous

Respectfully Submitted by Christina Martin